

HR/CMS MONTHLY MBTA PASS

ORDER/CANCELLATION FORM

Department ID: _____

Employee Name: _____

Employee ID: _____

Please check the "ORDER" box next to pass desired. Deductions for MBTA Passes are taken in full in the first pay period of the month for the next month's MBTA Pass. You may purchase more than one pass, but only 2 MBTA Passes of the same type (please indicate quantity). If more than one pass is chosen, the pretax amount will be applied to the pass that provides the greatest pretax benefit.

To cancel your pass, check the "CANCEL" box. Pass deductions will automatically be taken unless canceled in writing by the employee. MBTA deductions are taken on the first pay period in the preceding month. Cancellations or other changes must be made prior to the end of the first pay period.

	<u>order</u>	<u>cancel</u>		<u>order</u>	<u>cancel</u>
Local Bus \$40	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - ZONE 1 \$135	<input type="checkbox"/>	<input type="checkbox"/>
Link Pass \$59	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - ZONE 2 \$151	<input type="checkbox"/>	<input type="checkbox"/>
Inner Express Bus \$89	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - ZONE 3 \$163	<input type="checkbox"/>	<input type="checkbox"/>
Outer Express Bus \$129	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - ZONE 4 \$186	<input type="checkbox"/>	<input type="checkbox"/>
Senior Pass \$20	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - ZONE 5 \$210	<input type="checkbox"/>	<input type="checkbox"/>
Inner Harbor Ferry \$59	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - ZONE 6 \$223	<input type="checkbox"/>	<input type="checkbox"/>
Commuter Boat \$198	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - ZONE 7 \$235	<input type="checkbox"/>	<input type="checkbox"/>
Commuter Rail Zone 1A \$59	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - ZONE 8 \$250	<input type="checkbox"/>	<input type="checkbox"/>
Commuter Rail – INTERZONE 1 \$65	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - INTERZONE 5 \$113	<input type="checkbox"/>	<input type="checkbox"/>
Commuter Rail - INTERZONE 2 \$77	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - INTERZONE 6 \$125	<input type="checkbox"/>	<input type="checkbox"/>
Commuter Rail - INTERZONE 3 \$89	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - INTERZONE 7 \$ 137	<input type="checkbox"/>	<input type="checkbox"/>
Commuter Rail - INTERZONE 4 \$101	<input type="checkbox"/>	<input type="checkbox"/>	Commuter Rail - INTERZONE 8 \$149	<input type="checkbox"/>	<input type="checkbox"/>

Please start/cancel the monthly pass(es) deduction on _____ for the following month's MBTA pass.
I authorize the Commonwealth of Massachusetts to deduct from my pay the cost of my monthly MBTA pass on a pretax basis as authorized by the IRS.

Employee signature date

To be completed by Payroll Officer:

Date entered into HR/CMS: _____

Action taken by: _____

*If this is a Senior/Transportation Access Pass, a copy of an MBTA Senior ID Card or a Transportation Access Pass is on file in the employee's personal file.